

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF A REGULAR BOARD MEETING
Tuesday, January 4, 2005 – 6:30 p.m.
EGCSD Administration Building**

ATTENDANCE:

Directors present included Gil Albiani, Gerald Derr, Doug McElroy, Elliot Mulberg, and Elaine Wright.

General Manager Donna Hansen, Fire Chief Keith Grueneberg, Administrator of Parks & Recreation David Wigginton, and Administrative Services Director Jeff Ramos were also in attendance.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Mulberg called the meeting to order at 6:30 p.m.
2. Fire Marshal Steve Foster led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. A moment of silence was observed for the recent passing of Congressman Robert Matsui.

C. GENERAL MANAGER/DEPARTMENT HEAD REPORTS

1. General Manager Donna Hansen reported issues and projects related to the Administration Building have been reviewed by staff; recommendations along with a timeline for completion of projects will be forwarded to the Board for discussion at a Vital Few workshop or a special Board workshop possibly in March. Policy changes to improve internal efficiencies will also be forwarded to the Board for consideration in the near future.
2. Administrative Services Department - Jeff Ramos stated the Comprehensive Annual Financial Report (CAFR) was mailed off to the Government Finance Officers Association for review and Award consideration. Richardson & Company, auditors of CSD's financial records will be at the next Board meeting to present their findings and recommendations. Interviews are scheduled next week for the Public Information Officer position. Dan Kunz, Building Maintenance Coordinator continues oversight of the Fire Station 72 construction, Station 74 renovation, and the Rec Center restroom construction. A contract for lobbying services is on tonight's agenda for Board approval. A pre-bid conference was held on December 22 for public relations firms; proposals are due back this Friday. A lease for surrounding property at the Administration Building will be forwarded to the Board for consideration.
3. Parks & Recreation Department – David Wigginton reported highlights for the month of December under the Recreation Division included the grand opening of the dog park in Elk Grove Regional Park; 277 unsuspecting children received letters from Santa; 7 individuals participated in the Operation Clyde program; the first season of adult basketball has been completed, as well as the Junior NBA program; adult lap swim and aqua aerobics are ongoing, with the Piranhas Swim Team utilizing the pool daily at the new Wackford Aquatic Complex; five staff members received their aquatic facility operators' certifications; and membership at the Teen Center is up at 255.

In the Parks Division, crews completed 106 work orders; installed sod at the Case, Johnson, and Jones Parks ball fields; pruned 78 trees and planted 75 new ones; and installed 900 additional square feet of concrete wall ruined by Poplar trees at Town Square Park.

The Planning and Design Division reviewed six projects; staff is preparing to bid the Jennie McConnell tennis courts and the Elk Grove Park restroom renovation project; Bradford Park was accepted and will now be maintained by the District.

In the Advance Planning Division, nine development projects were reviewed. In a continuing effort to improve customer service, a new survey has been developed to measure customer satisfaction for walk-in and phone registration; a web version is also being developed - results will be used to improve how the Department serve its customers. Since the implementation of Class Registration software a year ago, registration has increased by more than 40 percent.

By way of general information, participation in programs and classes for the month is at 11,835, with the fiscal year-to-date total at 224,140; volunteer hours totaled 1,189 hours for the month, valued at approximately \$8,000.

4. Fire Department – For the month of December, Fire Chief Keith Grueneberg reported crews responded to 676 incidents, with 188 fire-related incidents and 488 medical aids; total calls for 2004 totaled 8,226. Chief Grueneberg stated he looks forward to seeing the Board at Saturday's Firefighter Cadet Academy graduation, where each Board member will have specific roles in the program.

D. COMMUNICATIONS FROM THE PUBLIC

1. Marcelina Quiggle, on behalf of the Elk Grove/Women's Club announced a Crab Feed fundraiser is scheduled for Friday, February 11 at the SES Hall. Proceeds will go towards the purchase of an Education & Community Service Vehicle for the Elk Grove Police Department and tickets may be purchased at the Elk Grove Police Department Service Center for \$35.

E. CONSENT CALENDAR

1. The Board approved the December 7, 2004 minutes of a joint Board meeting with the Foundation Advisory Council. McElroy-Derr, unanimous.
2. The Board ratified payment of the November 2004 bills and payroll, and received and filed the Budget Status Reports for the month of November 2004. McElroy-Derr, unanimous.
3. The Board approved Resolution No. 2005-01, amending the District's Deferred Compensation Plan to conform to changes in the federal law as a result of the Economic Growth and Tax Relief Reconciliation Act of 2001, as well as final Treasury regulations. McElroy-Derr, unanimous.
4. The Board renewed the Lease Agreement with Soaring Oaks Church for use of the Laguna Town Hall on Sunday mornings from January 2005 through December 2007. Wright-Albani, McElroy, Mulberg – yes; Derr – not present during vote.
5. The Board approved the lease/purchase of thirteen (13) cardiac monitors with Municipal Services Group (MSG) for \$178,125; and authorized the General Manager to execute all necessary documents. McElroy-Derr, unanimous.
6. The Board approved the professional services contract with Patton Boggs LLP for Federal funding services; and authorized the General Manager to execute all necessary documents. McElroy-Derr, unanimous.

F. ADVERTISED PUBLIC HEARINGS

1. None

G. PUBLIC HEARINGS

1. None

H. STAFF REPORTS

1. The Board acknowledged thank you letters received from the Elk Grove Historical Society and Laguna West residents for assistance provided by Parks & Rec staff.
2. The Board approved the amended joint facilities agreements with the County of Sacramento for reimbursement of Hawkins Parks, Johnson Park – Phase II, tree removal expenditures along Laguna Boulevard in West Laguna, and landscaping of the Laguna Boulevard/Union Pacific Railroad over-crossing. McElroy-Wright, unanimous.
3. The Board congratulated Parks & Recreation Department staff for being selected for two Agency Showcase Awards in the marketing theme campaign and logo categories. The awards will be presented at the CPRS Awards & Installation Banquet on March 13, 2005 at the Sacramento Hyatt Hotel.
4. The Board reviewed operations of the Skate Park, along with staff's recommendations and provided them with the following direction:
 - a) Revise the hours of operation to 3:00 p.m. until 9:00 p.m. on weekdays and to 11:00 a.m. until 9:00 p.m. on weekends during the traditional school year, with hours of operation to 11:00 a.m. until 9:00 p.m. daily during the summer;
 - b) provide funding for a security guard to assist in keeping bicycles out of the park and to call law enforcement if necessary during the transition period;
 - c) the park to remain un-staffed;
 - d) that signage continue to be posted consistent with Senate Bill 994 requirements;
 - e) staff to continue inspecting the facility on a daily basis to insure against structural defect;
 - f) limit the use of the park to skateboarders ages 14 and over, unless an express waiver signed by a parent or legal guardian is provided;
 - g) amend Ordinance No. 9 to reflect Item F;
 - h) formation of a skate park user advisory committee to work with staff and the Elk Grove Police Department to enforce rules and encourage parental involvement;
 - i) staff to work with the Elk Grove Police Department to establish an Ordinance for rule violations; and
 - j) seek legislation change to include BMX bikers under SB 994.Derr-Wright, unanimous.

I. BOARD OF DIRECTORS BUSINESS

1. The Board ratified President Mulberg's 2005 CSD Committee assignments. Albani-Wright, McElroy, Mulberg – yes; Derr – not present during vote.
2. The Board considered a request from Bill Hitchcock to waive the fee for use of the Willow Room at the Barbara Morse Wackford Community Center to provide free income tax services offered by American Association of Retired Persons (AARP).

It was determined the Laguna Town Hall would be a better venue to provide this public service and directed staff to work with Mr. Hitchcock to identify space free of charge as an alternative. Wright-McElroy, unanimous.

J. COMMUNICATIONS FROM THE PUBLIC

1. None

K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. Director McElroy requested more information about compliance of previous Board direction of corridor and park development at 50% build out of new subdivisions within Elk Grove.
2. Director Albani asked the potential Board retreat in March be scheduled for either the first or third week of that month.
3. Director Albani also asked the Board support General Manager Donna Hansen's attendance at the Sacramento Chamber's April 2005 Capitol-to-Capitol Trip in Washington D.C., the Chamber's largest lobbying trip of its kind in the United States.
4. Director Derr asked consideration of naming future Fire Station 77 after Del Cann, Elk Grove's first Fire Chief be agendaized for discussion at a future Board meeting.
5. Vice-president Wright reiterated her request that oral reports be provided along with Department Heads' monthly verbal reports of special projects and programs within each Department.
6. President Mulberg asked staff to look at landscaping & lighting assessments within each benefit zone to determine a breakdown in percentages of assessments used towards district-wide parks, benefit zone parks, and landscape corridors and medians.
7. As a matter of record, Director McElroy asked the Fire Department provide in written format the verbal summary of run calls and highlights now verbally given to the Board.
8. Jeff Ramos announced a Strategic Planning Committee meeting is scheduled for Tuesday, January 11 at 4:00 p.m.

L. ADJOURNMENT TO EXECUTIVE SESSION

1. None

M. EXECUTIVE SESSION

1. None

O. ADJOURNMENT

With no further business, President Mulberg adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Donna L. Hansen
Secretary of the Board